

**HACC, Central Pennsylvania's Community College
Gettysburg Campus Roof Replacement**

Pre-Bid Meeting

June 19, 2008
9:00am

Meeting Minutes

Attendees	
Dustin Avery – eciConstruction, LLC	David Srokose – Best Roofing Technology, Inc
Linden Gates – LR Four Roofing	Elmer Beaston – Kelly Roofing
J. D. Miller – Donald B. Smith Roofing, Inc.	Wayne Snyder – TGW Corp.
Matt Moul – Houck Services, Inc.	Robert Norton – Heidler Roofing
Ron Cline – HACC	John Page – Eastern PCM
Ray Wright – Eastern PCM, LLC	Justin Kovaleski – Eastern PCM

1.0 Team Introductions

- a) Owner HACC, Central Pennsylvania's Community College
Jennifer Weaver – Dean
Ron Cline – Facilities Director
- b) Architect JMZ Architects & Planners, PC
Tenee Casaccio
Kristin Schmitt
- c) Construction Manager Eastern pcm, LLC
Ray Wright
John Page
Justin Kovaleski

1.1 Bid Documents

- a) Bid Form – 4 Pages
- b) Bid Security – Bid Bond required > \$10,000
- c) Non-Collusion Affidavit
- d) MBE/WBE Utilization Form
- e) Asbestos Survey

1.2 Schedule

- a) Bid Date: Tuesday, July 1, 2008, 2:00 PM EST
- b) Bid Location: HACC Harrisburg Campus; Whitaker Hall Room 130
- c) Contract Award: On or about July 7, 2008; subject to Board of Trustees approval
- d) Substantial Completion: September 30, 2008 (tentative)



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- 1.3 Questions to Construction Manager (attn: Ray Wright) in writing via fax or e-mail, with a copy sent to JMZ Architects & Planners (attn: Kristin Schmitt):
- a) EPCM Fax: 717-233-1666
 - b) EPCM E-mail: epcm@easternpcm.com
 - c) JMZ Fax: (518) 793-1735
 - d) JMZ email: kschnitt@jmzarchitects.com
 - e) Last day for questions: June 24, 2008, 4:00 PM
 - f) Call John Page to schedule any site visits
- 1.4 Addenda - Expected to be issued via fax or UPS (depending on size) on the following dates:
- a) Addendum No. 1 – June 23, 2008 (including pre-bid meeting notes)
- 1.5 This is a Prevailing Wage Rate Project as indicated in Spec. Section 00820.
- 1.6 Building Permit
- a) Building Permit will be obtained and paid for by Owner
 - b) Trade specific permits (if applicable) are to be obtained and paid for by the applicable contractors in accordance with jurisdictional requirements
- 1.7 Project Overview
- Work will be performed under a Single Prime Contract and consists of the removal of existing roof systems and abandoned equipment, and the installation of a new TPO membrane roof system including all components and accessories.
- Work must be coordinated with Contractor performing work associated with the Gettysburg Campus Expansion.
- 1.8 Temporary Facilities & Controls
- a) Protection: The building will remain occupied during construction and, as such, temporary protection of occupied areas, finishes and installations is required, as is maintaining systems so that operation is uninterrupted. Means and methods will be the responsibility of the Contractor. Contractor's plan for sequencing construction must be submitted to the Owner and Architect for approval.
 - b) Staging Area: To be determined
 - c) Contractor Parking: Contractor shall coordinate with the Owner and Construction Manager to locate a parking area for all construction personnel.

Respectfully Submitted,
Raymond A. Wright, Eastern pcm, LLC

The above summations are the interpretation of the author as to the items discussed and the decisions reached. Corrections or additions to these minutes are to be made in writing and sent to the attention of the writer no later than 5 days after receipt; otherwise, these minutes will stand as written.

cc: All Attendees

